

Register a Foreign LLC in the Clerk's Information System

A Foreign Limited Liability Company (i.e. organized or existing under the laws of a state or jurisdiction other than Virginia) may not transact business in Virginia until it obtains a certificate of registration from the State Corporation Commission. This how-to guide will walk you through registering a Foreign LLC in the new Clerk's Information System (CIS) https://cis.scc.virginia.gov/.

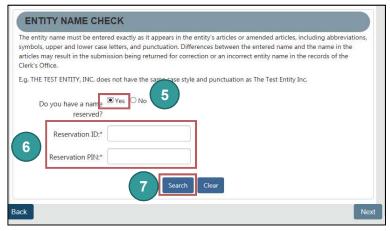
NOTE: Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

- 1 Log on to CIS at <u>cis.scc.virginia.gov</u>
- Click Online Services on the top left
- Under Business Entities, click **New**Businesses
- Select the Foreign Entity button. Select Limited Liability Company from the dropdown. The system will automatically take you to the next step once the selection is made.
- If you have reserved a name, click the radio button next to **Yes** to update the page.
 Otherwise, jump to step 9.
 Note: reserving a name is not required
- 6 Enter the Reservation ID and Reservation PIN

Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** dropdown on your dashboard

- Click Search
- Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right. Jump to Step 12.





- 9 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**
- 10 Enter an Entity Name and click Check Availability
- Once the system indicates the name is available and acceptable, click **Next**
- 12 Enter the Entity Email
 Address and Contact Number
- 13 Choose an **Industry Code** from the **Business Type** drop-down

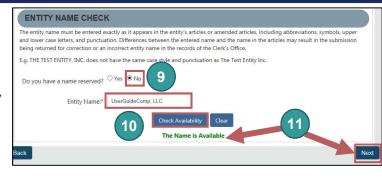
Note: Most select "0 - General"

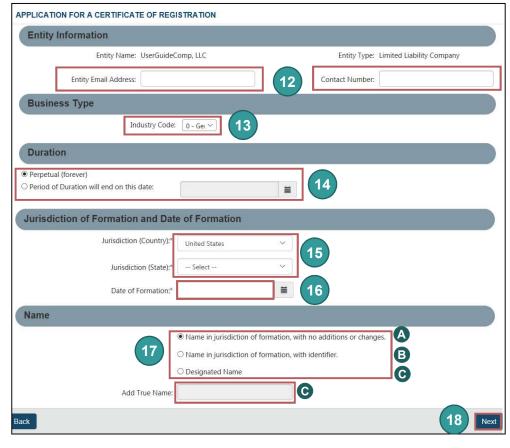
Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end

Note: Most select "Perpetual"

- Select the Jurisdiction

 Country and State where your
 business was originally formed
- Enter the **Date** that your business was formed
- Indicate the Name category that you will be using to register your business in Virginia





- A Select **option A** if no changes to your business name are required
- B Select **option B** if the only change to your business name will be the inclusion of an identifier (i.e. "LLC")
- Select **option C** if you will be using a different name to register your business in Virginia

 Note: This option is most commonly used when your business name is not available

 Enter the **True Name** of your business as it appears on official documents in the state in which you formed the LLC
- 18 Click Next

If the Registered Agent (RA) will be an Individual, check the **Individual** button. You can search for an existing RA or create a new individual RA.

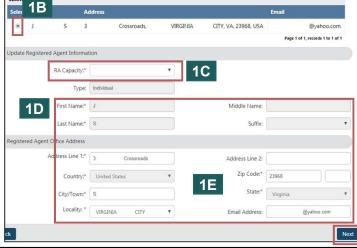
To search for an existing RA:

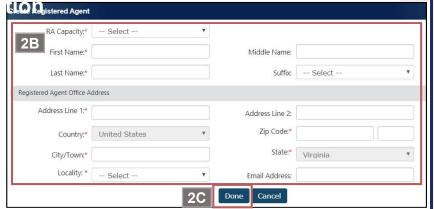
- 1A Enter their Last Name and click Search
- Under **Search Results**, click the radio button next to the desired RA's name
- 1C Select the RA Capacity from the dropdown menu
- 1D Review and confirm all fields marked with an asterisk (*) are filled in
- 1E Click Next

To create a new Individual RA:

- 2A Click Create Individual RA
- In the pop up window, complete fields marked with an asterisk (*)
- 2C Click Done
- 2D Review the Registered Agent
 Information and the Registered
 Agent Office Address
- 2E Click Next
- If the Registered Agent (RA) will be an entity, check the **Entity** button.
 - Enter the Entity Name or the Entity ID and click Search.
 Continue with step 1B above
- Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*)
- 21 Click Next







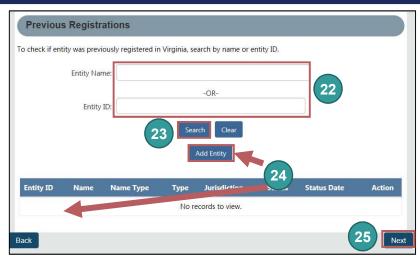


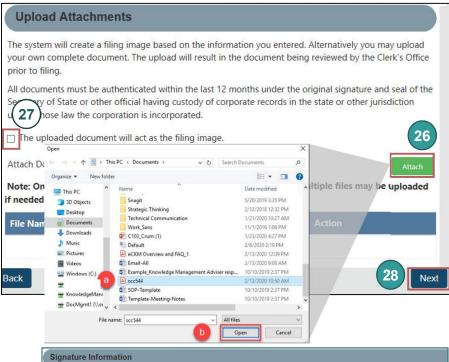
- Enter the **Entity Name** or **Entity ID** to check if the entity was previously registered in Virginia.
- Click Search. If no results appear, jump to step 25
- If an entity appears in the search results, select the button and click Add Entity. DO NOT select the green Entity name.
- 25 Click Next
- 26 Click Attach to upload your documents

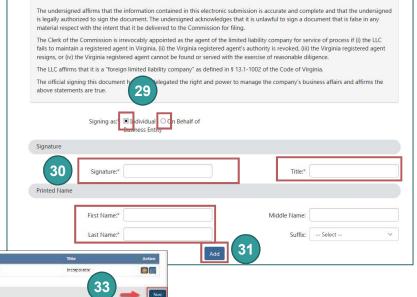
Required Documents:

- A certified or otherwise authenticated copy of the LLC's articles of organization
- All amendments filed in the jurisdiction of organization
- optional: To use an uploaded document as the filing image, instead of the information entered on the form, check the button
- 28 Click Next
- or On behalf of Business Entity by checking the appropriate radio button
- Complete all fields with an asterisk (*) in the **Signature Information** section
- 31 Click Add
- 32 Click **OK** in the pop up box
- The signature information will populate. Click **Next**





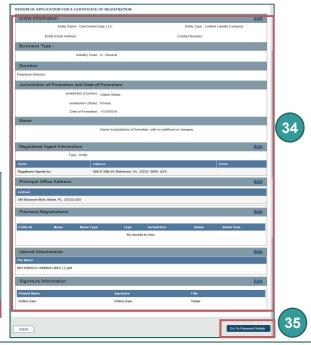




- Review each section of the Application for a

 Certificate of Registration and make any edits, as
 necessary
- 35 Click **Go to Payment Details** on the bottom right
- Select the **Processing Option** for your fling and click Add to Shopping Cart





- Review items listed in Shopping Cart and click **Checkout**
- 38 Click Go to Payment
- Read the statement in the pop up window and click **I Agree** to continue
- 40 Enter your **Billing Address** and **Payment** Information, completing All fields with an asterisk (*). You must complete the **Captcha** field.
- 41 Click Continue
- Check the **Acknowledgement** radio button and click **Pay Now**

Note: Do not close the browser window

43 You will be directed to a confirmation screen



